

## **APPENDIX U**

### **ADVANCE SELECTION PROCESS**

1. Authorization. The advance selection of A-E firms for a specific type of work is authorized by EFARS 36.602(S-100). This appendix provides implementing procedures.

2. Applicability.

a. If two or more A-E contracts for the same type of work are reasonably anticipated in a given period in a particular geographic area, a single synopsis and selection process covering that particular type of work may be conducted prior to receiving specific authorization for any work of that type. The contracts must have similar requirements such that generally the same firms would have been interested and selected if the contracts were synopsized and selected individually. *This process does not apply to ID contracts.*

b. This process is appropriate for the design of a specific type of construction project (such as barracks, Army Reserve Centers, airport runways, utility monitoring and control systems, family housing upgrades, flood protection structures, or shoreline erosion prevention), specific types of engineering or architectural services (such as seismic studies, asbestos surveys, interior architectural renovations, or real property master planning), or topographic or hydrographic surveying and mapping services. If one or more of the anticipated projects have unique requirements such as special seismic, geologic, or environmental conditions, this procedure is not appropriate for those unique projects. Specific unique projects can be cited as being excluded in the synopsis and separate synopses issued for those projects.

c. This method may either may applied on a district or MSC basis. If applied on a MSC basis, the MSC will select a lead district to issue the synopsis and coordinate the A-E evaluation board(s).

3. Synopsis. A brief, written justification will be approved by the Chief, Contracting Division prior to issuing a district-wide synopsis. Similarly for a MSC-wide synopsis, a justification will be approved by the Director of Contracting, and provided to the lead district to issue a synopsis. The synopsis will indicate that none of the projects are yet authorized and that funds are not presently available for any contracts (see FAR 32.703-2(a) and 32.705-1(a) and the clause at 52.232-18). An example synopsis is enclosed.

4. Selection.

a. For a MSC-wide synopsis, all concerned districts should participate in the preselection (if held) and selection boards. Using agency participation is not required.

b. The selection process will proceed through the approval of a ranked list of most highly qualified firms. All of the selected firms must be technically equal and most highly qualified, based on the primary selection criteria. The ranking of the selected firms must be

based only on the secondary selection criteria<sup>1</sup>. The number of selected firms may be more or less than the anticipated number of contracts, but at least three firms must be deemed technically equal and most highly qualified. Otherwise, the synopsis must be canceled and regular selection procedures used.

c. A selection based on a district-wide synopsis must be approved by the MSC if the price of any contract resulting from the synopsis is estimated to exceed the district's delegated selection authority. A selection based on a MSC-wide synopsis must be approved by the MSC. The selected firms will be notified of their ranking. The selected list of firms must be used for all work of the designated type during the period stated in the public announcement. Separate synopses for specific contracts for this type of work shall not be issued later unless specifically identified as excluded in the generic synopsis.

5. Negotiation and Award. When the first contract for the designated type of work is authorized, the top ranked firm will be issued a request for price proposal and negotiations initiated. When a subsequent contract is authorized or when negotiations on a previously authorized contract have not been successful, negotiations shall begin with the next ranked firm that has not been offered a contract for negotiation. If the list of ranked firms is exhausted, the negotiation cycle shall begin again with the top ranked firm. If a selection is MSC-wide, the MSC will control the approved list of ranked firms. When a district authorized to perform a project, they will advise the MSC and be assigned the next firm for negotiation. Contracts resulting from an advance selection process may be awarded for a period of up to one year after the date of selection approval.

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<sup>1</sup> The Brooks Act requires that negotiation begin with the highest qualified firm. Hence, all of the selected firms must be equally (and highest) qualified in order that negotiation of the second and subsequent contracts may begin with other than the first firm on the selection list. The highest qualified firms are determined by application of the primary selection criteria which considers technical capabilities. Their ranking is then determined by the secondary selection criteria, which are socioeconomic, and not technical, in nature.

## **EXAMPLE ADVANCE SELECTION SYNOPSIS**

### **C -- DESIGN OF VEHICLE MAINTENANCE SHOPS IN AR, LA, NM, OK & TX**

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#### **General Information**

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#### **Contracting Office Address**

US Army Corps of Engineers, Ft. Worth District, P.O. Box 17300, ATTN:  
CESWF-ED-MS, Room 705, 819 Taylor Street, Ft. Worth, TX 76102-0300

#### **Description**

1. CONTRACT INFORMATION: a. General: This contract is being procured in accordance with the Brooks A-E Act as implemented in FAR Subpart 36.6. Firms will be selected for negotiation based on demonstrated competence and qualifications for the required work. North American Industrial Classification System code is 541330, which has a size standard of \$4,000,000 in average annual receipts. This announcement is open to all businesses regardless of size. b. Nature of Work: A-E services are expected to be required for the design of approximately four Army and Air Force vehicle maintenance shops in the Southwestern Division (Ft. Worth and Tulsa Districts) of the Corps of Engineers (AR, LA, NM, OK & TX). A-E services may include site investigation, planning, engineering studies, concept design, final design (option), and construction phase engineering support (option). The A-E contracts will be awarded between Oct 2002 and Sep 2003. Concept designs will usually be completed within 3-6 months of contract award and final design completed within 6-9 months of concept design approval. c. Contract Award Procedure: This will be the only announcement for the design of vehicle maintenance shops in the Southwestern Division during the next 12 months, except for a maintenance shop at Ft. Hood which will be announced and selected separately due to special site conditions. A separate firm-fixed-price contract will be negotiated and awarded for each project. A list of at least three most highly qualified and technically equal firms will be selected using the primary criteria listed below. If there are not at least three most highly qualified and technically equal firms, the synopsis will be canceled. The firms will be ranked for order of negotiation using the secondary criteria listed below. When a directive for the first project of this type is received, negotiations shall begin with the top ranked firm. When a directive is received for a subsequent project, or if

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negotiations with a firm for a project are unsuccessful, negotiations shall begin with the next ranked firm that has not been offered a contract for negotiation. If the list of ranked firms is exhausted, the negotiation cycle shall begin again with the top ranked firm. None of the projects have been authorized for design and funds are not presently available for any contracts (see FAR 52.232-18). To be eligible for contract award, a firm must be registered in the DoD Central Contractor Registration (CCR). Register via the CCR Internet site at <http://www.ccr.gov> or by contacting the DoD Electronic Commerce Information Center at 1-800-334-3414. d. Subcontracting Plan: If a large business is selected for this contract, it must comply with FAR 52.219-9 regarding the requirement for a subcontracting plan on that part of the work it intends to subcontract. The subcontracting goals for the Fort Worth District which will be considered in the negotiation of this contract are: (1) at least 61% of a contractor's intended subcontract amount be placed with small businesses (SB); (2) at least 9% of a contractor's intended subcontract amount be placed with small disadvantaged businesses (SDB); (3) at least 5% of a contractor's intended subcontract amount be placed with women-owned SB (WOSB); (4) at least 3% of a contractor's intended subcontract amount be placed with service-disabled veteran-owned SB; (5) at least 3% of a contractor's intended subcontract amount be placed with veteran-owned SB; and (6) at least 3% of a contractor's intended subcontract amount be placed with HUBZone SB. The plan is not required with this submittal, but will be required with the fee proposal of the firm selected for negotiations. 2. PROJECT INFORMATION: Vehicle maintenance shops ranging from 25,000 to 150,000 square feet. Facilities typically include traveling bridge cranes, vehicle and industrial exhaust systems, fuel dispensing, battery charging, arms room with intrusion detection system (power conduit rough-in only), fire protection systems, oil-water separators, and waste oil disposal system. Supporting facilities typically include water, sewer, natural gas, HVAC, electric service, security lighting, parking, storm drainage, and information systems. The estimated construction cost range of individual projects is \$1,000,000 to \$10,000,000. 3. SELECTION CRITERIA: The selection criteria for this particular project are listed below in descending order of importance (first by major criterion and then by each sub-criterion). Criteria a-e are primary. Criteria f and g are secondary and will only be used as "tie-breakers" among firms that are essentially technically equal. a. Specialized experience and technical competence in: (1) Design of vehicle maintenance shops. (2) Fire protection design for maintenance shops. (3) Design of waste oil collection and disposal systems. (4) Design of fuel dispensing facilities. (5) Sustainable design using an integrated design approach and emphasizing environmental stewardship, with experience in energy and water conservation and efficiency; use of recovered and recycled materials; waste reduction; reduction or elimination of toxic and harmful substances in facilities construction and operation; efficiency in resource and materials utilization; development of healthy, safe and productive work environments; and employing the SPiRiT and LEED evaluation and certification methods. (6) Producing quality designs based on evaluation of a firm's design quality management plan (DQMP). The evaluation will consider the management approach, coordination of disciplines and subcontractors, quality control procedures, and prior experience of the prime firm and any significant subcontractors on similar projects. b. Qualified professional personnel in the following key disciplines: project management (architect or engineer), architecture, fire protection engineering, mechanical engineering, electrical engineering, structural engineering, and civil engineering. The lead architect or engineer in each discipline must be

registered to practice in the appropriate professional field. The evaluation will consider education, certifications, training, registration, overall and relevant experience, and longevity with the firm. c. Past performance on DoD and other contracts with respect to cost control, quality of work, and compliance with performance schedules, as determined from ACASS and other sources. d. Capacity to perform the work in the required time. The evaluation will consider the experience of the firm and any significant consultants in similar size projects, and the availability of an adequate number of personnel in key disciplines. e. Experience in the design of buildings in the general region of the Southwestern Division. f. Extent of participation of SB (including WOSB), SDB, historically black colleges and universities, and minority institutions in the proposed contract team, measured as a percentage of the total estimated effort. g. Volume of DoD A-E contract awards in the last 12 months, with the objective of effecting an equitable distribution of DoD A-E contracts among qualified firms, including SB and SDB. 4. SUBMISSION REQUIREMENTS: Interested firms having the capabilities to perform this work must submit two copies of SF 255 (11/92 edition), and two copies of SF 254 (11/92 edition) for the prime firm and all consultants, to the above address not later than 4:00 PM on the response date indicated above. The SF 255 shall not exceed 50 pages, including no more than 5 pages for Block 10. Use no smaller than 12 font type. Include the firm's ACASS number in SF 255, Block 3b. For ACASS information, call 503-808-4590. In SF 255, Block 10 describe the firm's overall DQMP. A project-specific design quality control plan must be prepared and approved by the Government as a condition of contract award, but is not required with this submission. In Block 10 also indicate the estimated percentage involvement of each firm on the proposed team. Include an organization chart of the key personnel to be assigned to the project. Facsimile transmissions will not be accepted. Solicitation packages are not provided and no additional project information will be given to firms during the announcement period. This is not a request for proposal.

**Point of Contact**

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**Place of Performance** N/A